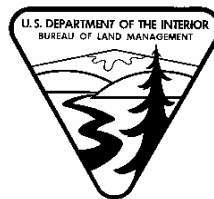


Bureau of Land Management  
U.S. Forest Service

TASK BOOK FOR THE POSITION OF  
**Materials Handler (WHHR)**



**January 2007**

|   |
|---|
| <b>TASK BOOK ASSIGNED TO:</b>   |
| INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER<br><br><b>TASK BOOK INITIATED BY:</b> |
| OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER                                  |
| LOCATION AND DATE THAT TASK BOOK WAS INITIATED  |

*The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.*

## **EVALUATOR**

**DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION**

### **VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF**

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#### **FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that \_\_\_\_\_

has performed as a trainee and should therefore be considered for certification in this position.

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**FINAL EVALUATOR'S SIGNATURE AND DATE**

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**EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER**

#### **AGENCY CERTIFICATION**

I certify that \_\_\_\_\_

has met all requirements for qualification in this position and that such qualification has been issued.

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**CERTIFYING OFFICIAL'S SIGNATURE AND DATE**

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**CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER**

## **POSITION TASK BOOK**

This Position Task Book (PTB) lists performance requirements (tasks) for the U.S. Forest Service and the Bureau of Land Management Materials Handler (WHHR) position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a qualified evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on more than one prescribed fire. This position requires specific tasks be performed in a prescribed fire field simulation or as part of a prescribed burn -- performance of these tasks on other types of incidents is NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

### **RESPONSIBILITIES:**

1. The **local office** is responsible for:
  - Selecting trainees based on unit needs.
  - Ensuring that the trainee meets the training and experience requirements for the position.
  - Issuing PTBs to document task performance.
  - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
  - Providing evaluation assignments and/or making the trainee available for evaluation assignments.
  - Providing a qualified evaluator for local assignments.
  - Tracking progress of the trainee.
  - Confirming PTB completion.
  - Determining certification per agency policy.
  - Issuing proof of certification.

2. The **individual** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals for a training or evaluation assignment.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
- Assuring the Evaluation Record is complete.
- Notifying unit personnel when the PTB is completed and providing a copy.
- Keeping the original PTB in personal records.

3. The **evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals of the assignment.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during an evaluation period.
- Accurately evaluating and recording performance. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of each PTB.
- Signing the verification statement on the front cover of the PTB when all tasks have been initialed.
- Conducting a close-out interview with the trainee and assuring that documentation is completed.

| TASK   | C<br>O<br>D<br>E* | EVALUATION<br>RECORD # | EVALUATOR:<br>Initial & date upon<br>completion of task |
|--|-------------------|------------------------|---|
| <u>GENERAL</u><br><br><b>1. <u>Obtain and assemble information and material needed for a kit.</u></b><br><br>Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for assignment. Kit will be easily transported and within agency weight limitation. The basic information and material needed are: <ul style="list-style-type: none"> <li>• National Fire Equipment and Supply Catalog, NFES 0362</li> <li>• Fire Equipment Storage and Refurbishing Standards Handbook NFES 2249</li> <li>• Pencils, pads</li> </ul> | <b>O</b>          |                        |   |
| <u>MOBILIZATION</u><br><br><b>2. <u>Obtain complete information from dispatch upon initial activation</u></b><br><br>Prior to dispatch to reporting site, the following information is obtained. <ul style="list-style-type: none"> <li>• Incident order number.</li> <li>• Request number.</li> <li>• Incident name.</li> <li>• Incident number (accounting code).</li> <li>• Reporting location.</li> <li>• Phone number.</li> <li>• Transportation arrangements and routes.</li> <li>• Reporting date and time.</li> </ul>  | <b>I</b>          |                        |   |
| <b>3. <u>Gather information.</u></b> Gather all available information necessary to accurately assess assignment and determine immediate needs and action. <ul style="list-style-type: none"> <li>• Cache manager's name.</li> <li>• Current situation.</li> <li>• Expected duration of assignment.</li> <li>• Is assignment to an established cache site or field location?</li> <li>• Lodging and transportation</li> </ul>   | <b>O</b>          |                        |   |

| TASK  | C<br>O<br>D<br>E* | EVALUATION<br>RECORD # | EVALUATOR:<br>Initial & date upon<br>completion of task |
|---|-------------------|------------------------|---|
| arrangements.   |                   |                        |   |
| <u>CACHE ACTIVITIES</u>   |                   |                        |   |
| 4. <u>Arrive at cache site and check in.</u> Arrive properly equipped at cache site within acceptable time limits. Check in according to agency guidelines.   | I                 |                        |   |
| 5. <u>Obtain briefing from Materials Handler Leader or Cache Manager within the first operational period.</u> <ul style="list-style-type: none"> <li>• Obtain local administrative guidelines.</li> <li>• Local protocols.</li> <li>• Immediate supervisor.</li> <li>• Situation warranting Materials Handler Group Supervisor decision, attention or follow-up action</li> <li>• Existing organization structure.</li> <li>• Expectations from the Materials Handler Group Supervisor.</li> <li>• Operating procedures.</li> <li>• Local documentation process: refurbishment, kit, returns, receiving, etc.</li> <li>• Existing shift schedules.</li> <li>• Time keeping process.</li> </ul>                                      | I                 |                        |   |
| 6. <u>Implement procedures for correct inventory documentation, storage, accountability and refurbishment of cache items .</u> <ul style="list-style-type: none"> <li>• Utilize designated document for reporting changes to the inventory.</li> <li>• Utilize the NFES numbering system.</li> <li>• Comprehend units of issue as they apply to NFES items.</li> <li>• Identify documentation of "property" items and ownership.</li> <li>• Implement standards and procedures in Fire Equipment and Storage Refurbishing Standards Handbook for all refurbishment tasks.</li> <li>• Follow established procedures to build kits in automated cache inventory system.</li> <li>• Gather kit components; utilize property</li> </ul> | I                 |                        |   |

| TASK  | C<br>O<br>D<br>E* | EVALUATION<br>RECORD # | EVALUATOR:<br>Initial & date upon<br>completion of task |
|---|-------------------|------------------------|---|
| <p># identified when applicable.</p> <ul style="list-style-type: none"> <li>• Build various kits, using established packing list and applying specific standards provided through SOPs, handbooks, and local direction.</li> <li>• Utilize automated cache inventory system location as the basis for storage of cache items and/or as established.</li> </ul>  |                   |                        |   |
| <p>7. <u>Receiving - provide for receipt of cache items from various sources, identification, serviceability, follow-up action and proper disposition of the cache item</u></p> <ul style="list-style-type: none"> <li>• Secure/validate accounting data for returns from an incident, requisition, or project transaction.</li> <li>• Inspect items received using the disposal criteria as established by Fire Equipment Storage and Refurbishing Standards Handbook.</li> <li>• Separate "ready for issue," "used" and "unserviceable items" for movement to appropriate location.</li> <li>• Document correct NFES identifier, item, quantity and quality received.</li> <li>• Document any discrepancies on freight bill, GSA document, incident waybill, etc.</li> <li>• Secure work order number as established.</li> <li>• Move items for refurbishment to designated area.</li> <li>• Perform refurbishment of items, using the Fire Equipment Storage and Refurbishing Standards Handbook.</li> <li>• Package/label, as necessary, to meet established standards.</li> <li>• Store, per automated inventory system location, applicable regulations, or as established.</li> <li>• Dispose of unserviceable items as directed and/or as per process.</li> </ul> | I                 |                        |   |
| <p>8. <u>Distribute items, correct quantities, complete special handling, packaging/labeling, loading, delivery and documentation</u></p> <ul style="list-style-type: none"> <li>• Pull items per location code on issue</li> </ul>   | I                 |                        |   |

| TASK   | C<br>O<br>D<br>E* | EVALUATION<br>RECORD # | EVALUATOR:<br>Initial & date upon<br>completion of task |
|--|-------------------|------------------------|---|
| <b>documents.</b> <ul style="list-style-type: none"> <li>• <b>Stage items in designated area.</b></li> <li>• <b>Package and label as required, ensure material safety data sheets are included, as required.</b></li> <li>• <b>Load shipment per established procedures.</b></li> <li>• <b>Operate forklift/material handling equipment as qualified.</b></li> </ul> |                   |                        |   |
| <u>DEMOBILIZATION:</u><br><br><b>9. <u>Demobilization and check out.</u></b> <ul style="list-style-type: none"> <li>• <b>Update task book as appropriate.</b></li> <li>• <b>Ensure that cache and agency demobilization procedures are followed.</b></li> </ul>  | <b>I</b>          |                        |   |
|  |                   |                        |   |
|  |                   |                        |   |
|  |                   |                        |   |
|  |                   |                        |   |



## INSTRUCTIONS FOR EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulations in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

### COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

**Evaluator's name, incident/office title, and agency:** List the name of the evaluator, his/her incident position or office title, and agency.

**Evaluator's home unit address and phone:** Self-explanatory

**#:** The number in the upper left corner of the Evaluation Record identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

**Location of Incident/Simulation:** Identify the location where the tasks were performed by agency and office.

**Incident Kind:** Enter kind of incident; e.g., wildland fire, prescribed fire, search and rescue, flood, etc.

### COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

**Number and Type of Resources:** Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

**Duration:** Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis; e.g., several initial attack fires in similar fuel types.

**Management Level or Prescribed Fire Complexity Level:** Indicates ICS organization level; i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

**NFFL Fuel Model:** For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

|                    |                                 |                     |                                |
|--------------------|---------------------------------|---------------------|--------------------------------|
| <b>Grass Group</b> | 1. Short Grass (1 foot)         | <b>Timber Group</b> | 8. Closed Timber Litter        |
|                    | 2. Timber (grass & understory)  |                     | 9. Hardwood Litter             |
|                    | 3. Tall Grass (2-1/2 feet)      |                     | 10. Timber (litter understory) |
| <b>Brush Group</b> | 4. Chaparral (6 feet)           | <b>Slash Group</b>  | 11. Light Logging Slash        |
|                    | 5. Brush (2 feet)               |                     | 12. Medium Logging Slash       |
|                    | 6. Dormant Brush-Hardwood Slash |                     | 13. Heavy Logging Slash        |
|                    | 7. Southern Rough               |                     |                                |

**Recommendation:** Check as appropriate and/or make comments regarding the future needs for development of this trainee.

**Date:** List the date the record is being completed.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

**Evaluator's relevant red card rating:** List your certification relevant to the trainee position you supervised.

## Evaluation Record

| TRAINEE NAME   |  | TRAINEE POSITION  |   |   |                           |
|--|--|---|---|---|---------------------------|
| <b>#1</b>  | <b>Evaluator's name:</b><br><b>Incident/office title &amp; agency:</b> |   |   |   |                           |
| <b>Evaluator' home unit address &amp; phone:</b>   |  |   |   |   |                           |
| <b>Name and Location of Incident or Simulation (agency &amp; area)</b>   | <b>Incident Kind (wildland fire, search &amp; rescue, etc.)</b>        | <b>Number &amp; Type of Resources Pertinent to Trainee's Position</b> | <b>Duration (inclusive dates in trainee status)</b> | <b>Management Level or Prescribed Fire Complexity Level</b> | <b>NFFL Fuel Model(s)</b> |
|  |  |   | to  |   |                           |
| <p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p><b>Recommendations:</b> _____</p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____ <b>Evaluator's relevant red card (or agency certification) rating:</b> _____</p> |  |   |   |   |                           |

|  |  |   |   |   |                           |
|--|--|---|---|---|---------------------------|
| <b>#2</b>  | <b>Evaluator's name:</b><br><b>Incident/office title &amp; agency:</b> |   |   |   |                           |
| <b>Evaluator' home unit address &amp; phone:</b>   |  |   |   |   |                           |
| <b>Name and Location of Incident or Simulation (agency &amp; area)</b>   | <b>Incident Kind (wildland fire, search &amp; rescue, etc.)</b>        | <b>Number &amp; Type of Resources Pertinent to Trainee's Position</b> | <b>Duration (inclusive dates in trainee status)</b> | <b>Management Level or Prescribed Fire Complexity Level</b> | <b>NFFL Fuel Model(s)</b> |
|  |  |   | to  |   |                           |
| <p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p><b>Recommendations:</b> _____</p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____ <b>Evaluator's relevant red card (or agency certification) rating:</b> _____</p> |  |   |   |   |                           |

**Evaluation Record  
(Continuation Sheet)**

| TRAINEE NAME   |  |  | TRAINEE POSITION                             |  |                    |
|--|--|--|--|--|--------------------|
| <b>#3</b>  | <b>Evaluator's name:</b><br><b>Incident/office title &amp; agency:</b> |  |  |  |                    |
| Evaluator's home unit address & phone:   |  |  |  |  |                    |
| Name and Location of Incident or Simulation (agency & area)  | Incident Kind (wildland fire, search & rescue, etc.)                   | Number & Type of Resources Pertinent to Trainee's Position | Duration (inclusive dates in trainee status) | Management Level or Prescribed Fire Complexity Level | NFFL Fuel Model(s) |
|  |  |  | to   |  |                    |
| <p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p><b>Recommendations:</b> _____</p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____ <b>Evaluator's relevant red card (or agency certification) rating:</b> _____</p> |  |  |  |  |                    |

|  |  |  |  |  |                    |
|--|--|--|--|--|--------------------|
| <b>#4</b>  | <b>Evaluator's name:</b><br><b>Incident/office title &amp; agency:</b> |  |  |  |                    |
| Evaluator's home unit address & phone:   |  |  |  |  |                    |
| Name and Location of Incident or Simulation (agency & area)  | Incident Kind (wildland fire, search & rescue, etc.)                   | Number & Type of Resources Pertinent to Trainee's Position | Duration (inclusive dates in trainee status) | Management Level or Prescribed Fire Complexity Level | NFFL Fuel Model(s) |
|  |  |  | to   |  |                    |
| <p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p><b>Recommendations:</b> _____</p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____ <b>Evaluator's relevant red card (or agency certification) rating:</b> _____</p> |  |  |  |  |                    |

## **GLOSSARY**

### **Evaluator**

One who judges or rates performance of a trainee based on a specific task.

### **Position Performance**

Performing multiple tasks in context of doing the job of the target position. Trainees must demonstrate the ability to do the job.

### **Trainee Assignment**

An assignment that is performed in conjunction with a fully qualified person for the purpose of demonstrating knowledge, skills, and abilities required in accomplishing the tasks of the position.

### **Trainee**

A person who has completed all required prerequisites and has been nominated to a training position.